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GRADUATE SCHOOL

CONTINUING EDUCATION
FOR THE FEDERAL
COMMUNITY

U. S. DEPT. OF AGRICULTURE
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Newsletter

SEP 15 1969

CALENDAR OF EVENTS

August 1969

September 2

6-13

27

15

CURRENT SERIAL RECORDS Faculty Luncheon

Fall Registration, Evening Program

Start Saturday morning Computer Science
Courses

Evening classes start

STUDENTS GIVE VIEWS

"When I looked over the classes to be offered I was so thrilled with the variety that I could not decide which to take -- I wanted to take four of them."

"Better use could be made of contemporary issues as an approach to learning about governmental structure."

These were two of the opinions offered by students taking part in our six-week "second summer" courses initiated this year especially for "interns" in government service and other young civil service employees.

Eleven of these young people got together with me at the conclusion of the session



Dean Sagar (checked coat), (clockwise) David Holtby, Sonja Bolling, Stephanie Wasile, Carolyn Smith, William Armbruster, John Holden, Bert Holtby, Lesley Chandler, Catherine Allen, Mitchell Brecher, Barry Jackson, Donald Holecek.

to give their assessment of the courses offered and suggestions for improvement. They also offered suggestions for courses for next summer.

Taking part in the discussion were Catherine Allen, Agency for International Development; Dean Sagar, Health, Education, and Welfare; Sonja Bolling, D.C. Board of Education; Stephanie Wasile, D. C. Department of Public Welfare; William Armbruster, Peace Corps; and Mitchell Brecher, Barry Jackson, Donald Holecek, Carolyn Smith, David Holtby and Bert Holtby, all U. S. Department of Agriculture.

Consensus of the group was the short summer courses are a good idea and should be offered again next year. It was also generally felt that there should be no age limit for participants.

Among topics suggested for next year were: The Supernatural, ESP, and Hypnotism; Mass Media and Social Change; Objectives in Space; Black Studies; Comparative Revolutions; Militaristic Society; Science Fiction; The American University and Change; and The Place of the University in Society.

Several ideas were advanced for better advertising of the courses next time, among them sending bulletins on the courses to college campuses and bringing the summer employees together in the auditorium at the beginning of the summer to explain opportunities available. Another suggestion was send the program for next year to all those who were enrolled this time. Work through employee development officers.

A further idea was that certificates be given students completing the courses.

NEW COURSE OFFERINGS

As we approach the beginning of another regular school term, we are pleased to announce a number of new course offerings. In the Resident Evening Program, are the following:

BIOLOGICAL SCIENCES

Citizens and Conservation (1-154), taught by Shirley A. Briggs, reviews the ways citizens can influence governmental and private agencies to achieve desired conservation goals.

Man and Environment (1-155), taught by Bruce L. Bandurski, is a survey, through guest lecturers and class discussion, of some of the limiting factors of man's existence.

MATHEMATICS AND STATISTICS

Numerical Methods for Scientists and Engineers (3-599), taught by S. Richard Kraft, covers the general methods of numerically solving differential equations.

Stochastic Processes (3-475), taught by John C. Bailar III, M.D. is a statistical study of time series and other random processes, with applications in natural, social, and biological sciences.

Simulation and Modelling(3-475) , taught by Edward A. Robin , is designed to provide the student with the understanding of design, implementation, and application, and hardware of real-time computer systems.

OFFICE TECHNIQUES AND OPERATIONS

Principles of Machine Programming I (4-111) , taught by Robert E. Nicholson , is a continuation of Basic Concepts of Data Processing and explains essential elements of programming using machine symbolic language.

PHYSICAL SCIENCES

Modern Biophysics (5-411) , taught by V. Adrian Parsegian , covers the physicist's approach to biological phenomena , including cell membrane formation and function, analysis of macromolecular conformation and interaction, nerve and muscle action, transport of material by living systems, and biological organization.

PUBLIC ADMINISTRATION

Review for GS-510 Accounting Examination , (6-46) taught by Frank E. Skinner , is designed to review and prepare for examination for GS 5-7 and GS 9-12 grades in 510 Professional Accountant Series

SOCIAL SCIENCES

Successful Retirement (7-120) , taught by Thelma Dreis , Helen Pryor , and George Wolfe , is designed to make retirement years more meaningful.

Everyday Logic (7-265) , taught by James M. Keys , emphasizes the practical application of the rules of right reasoning to everyday situations , including newspaper editorials , magazine advertisements , staff meetings , committee reports , discussions with boss , colleague , or spouse .

General Anthropology (7-302) , taught by Donald J. Ortner , surveys the private evolution and development of man , both biologically and culturally , from Stone Age to contemporary times .

Regional and District Development Planning (7-464) , taught by Alan R. Bird , deals with multi-state and multi-county development planning as evolving processes related to national and sub-national policies and programs .

Urban Economics (7-497) , taught by Charles E. Mueller , emphasizes the urban complex as special kind of environment within which principles of economics can be applied , and examines major problem areas or urban economics in systematic way .

Urban Centers , New Towns , and Rural Development (7-576) , taught by Robert Blum and Betty L. Dooley , is designed to develop overall perspective for the analysis of human , social , and economic problems in relation to man's environment .

TECHNOLOGY

Production and Management of Graphics (8-141) , taught by James Hopewell and William Wilson Taylor , is designed to assist personnel in visual and related

fields of communications to understand problems in production procedures and management of graphics.

Movie Making Workshop (8-155), taught by Paul Polishuk, is designed to offer an opportunity to plan films and to follow through under the guidance of a professional film maker.

Problems in Contemporary Urban Development (8-354), taught by Linda van Sweden, covers the social and physical growth of cities since 1800, with emphasis on problems created by the industrial revolution in the nineteenth century.

Lunar and Planetary Photography and Photogrammetry (8-414), taught by Leon J. Kosofsky, presents special circumstances governing acquisition of lunar and planetary photography including orbital tracks in relation to coverage, scale, and solar illumination requirements, attitude control, and image motion compensation.

Site Selection and Engineering (8-720), taught by Harold A. Weggel, deals with the basic theory and general principles of civil engineering relating to site development.

SPECIAL (DAY) PROGRAM

The Supervisor (D4-3) is a new 80-hour course conducted in two one-week phases. Phase I is followed by five to six weeks of on-the-job application and assimilation which should make Phase II more relevant and practical for the participants.

NEW SATURDAY MORNING CLASSES (10 weeks)

Introduction to Computer Time-Sharing (D3-772)
Decision Tables: Techniques and Applications (D3-601)
Computer Programing for Automatic Composition (D3-597)
ADP Project Management (D3-754)

THREE-DAY SHORT COURSES (daytime)

ADP for Executives (D3-718)
Data Processing Equipment Evaluation and Selection (D3-744)
Federal Contract Management for ADP (D3-594)

MULTI-MEDIA COURSES (These courses employ films and materials integrated and programed so that they may subsequently be conducted by agency managers, supervisors, and training officers.)

Management by Objectives (George S. Odiorne on film)
Quantitative Approaches to Decision Making (Dr. Boris Yavitz on film)
Interviewing for Results (Malcolm Shaw on film)
Looking into Leadership (Gordon Lippitt, Warren Schmidt, Leonard Nadler, Leslie This on film)

OTHER NEW MULTI-MEDIA COURSES INCLUDE

Management Problem-Solving Discussion Skills which will be conducted by Pat Duncan, of the Xerox Corporation.

Advanced Effective Listening, will feature Dr. Ralph Nichols on cassette tapes, supplemented with programed materials and instruction provided by Betty Tin of the Graduate School staff.

Using specially prepared materials on cassette tapes, the Graduate School is also planning to offer highly individualized courses in shorthand review, typing, and possibly telephone techniques.

The Special (Day) Program will continue to offer courses by contract for agencies at their locations in the Washington area or elsewhere. The Graduate School will also conduct training-need analyses and will develop new courses under contract to help agencies meet specific training needs. As an example, for one agency we are presently conducting a comprehensive study and evaluation of organizational and employee problems which might interfere with the successful implementation of an employee-management cooperation training program. For another agency we are conducting a series of six one-week seminars designed to help them be of greater assistance to their counterparts in state government. For more information, contact the Assistant Director of the Graduate School.

INDEPENDENT STUDY PROGRAM

Five courses are being developed for the Forest Service's Independent Study for Leadership Program. These courses which are self instructional are as follows:

Beyond Success and Failure is designed to develop self reliance.

Instruction for Clear Writing is intended to develop better communications skill through the use of modern writing techniques.

Tools for Decision Making includes Thinking and Working Systematically, Dealing Effectively with People, and Professional Development.

The Recorded Rapid Reading Program deals with information for supervisors on Executive Order 10988.

TRAINING OFFICERS' LUNCHEON

In place of a faculty luncheon in August, we held "open house" and a buffet luncheon for training officers from the various government agencies, so that we might acquaint them with the programs offered by the Graduate School. Each of our "departments" set up and manned a booth where they gave out literature describing program offerings and courses and held discussions with interested guests.

Some pictures taken during this annual event appear on the pages which follow.





LUNCHEONS TO REPLACE ANNUAL DINNER

In light of suggestions growing out of our self-study and discussions at our last General Administration Board Meeting, we plan to hold a series of faculty-committee and staff luncheons instead of our Annual Faculty Dinner. Prior to these luncheons a copy of the complete self-study report will be distributed and will be discussed. Another purpose of the luncheons will be to help committee and faculty members in related subject matter disciplines become better acquainted with each other and the full time staff of the school.

The September 2 Faculty Luncheon will be devoted to awarding Certified Statements of Accomplishment to students.

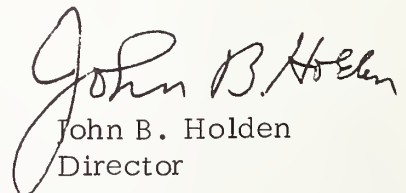
PROGRAM INTERFACE

George Washington University is seeking "resource" persons or groups for possible participation in university programs during the coming year. If you are interested in being listed, let Vera Jensen (DU8-4419) know and she will supply you with the University's questionnaire, designed for this purpose. Boris Bell, Director of George Washington's new \$11 million University Center, tells us their project to survey program resources in the Washington area is being conducted under the title of "Program Interface."

NEW STAFF MEMBERS

John A. C. Andrews joined us recently to head up our Independent Study Program, after Marilyn Grantham, who headed it for the past year, decided for family reasons to step down and work for us on a part time basis. Mr. Andrews, who retired from the U. S. Air Force with the rank of Colonel, comes to us from the Bell Aerosystems Co., Buffalo, New York, where he was employed as Management Engineer. He holds B.S. and M.A. degrees.

Lawrence Stauffer is the new manager of the bookstore. He was recently in business in Georgetown and has a Bachelor's degree from the University of Mexico. The bookstore has moved across the hall and is located in Room 1404 South Agriculture Building. The bookstore has a number of interesting books which are now being sold at specially reduced prices. Some of these books are overstock and others have been purchased at reduced prices to serve you.


John B. Holden
Director